GETTING STARTED AT YOUR SITE TO ACHIEVE THE BESST SUPPORT FOR STAFF AND STUDENTS

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1. **The Change Agent(s):**
   - Do a needs survey (anonymous is often the most helpful):
     - **What are our most common problems with behavior?**
     - **What would we most like to have in place at our school to help us solve our problems?**

2. **The Change Agent(s):**
   - Present the survey summary and brainstorm solutions that include methods of gaining support and input from:
     - **Up:** everyone hierarchically above you at your site/district (consider: principal, assistant superintendent, superintendent, school board, etc.)
     - **Down:** everyone you directly supervise (consider: teachers, aides, volunteers, students, etc.)
     - **Around:** everyone involved in site services in any role (consider parents, community members, adjunct personnel, office staff, etc.) input

3. **The Change Agent(s):**
   - Leads the formation of a site BESST action team IF the necessary mandate from UP, DOWN, AROUND is received to do so. This team is in charge of setting up the BESST Team procedures with buy-in from all.

4. **Site Team, if formed:**
   - Reviews:
     - **What do we have already that is working to help us solve the problems we identified?**
     - **What isn't working; what else do we think we need at our site?**

5. **Site Team:**
   - Establishes ground-rules
   - Develops an on-going evaluation framework with input from staff, parents, students, others: (quarterly? biannually?)
   - Plans the nuts and bolts
     - referral source(s)
     - meeting location, times, reinforcers
     - procedures: pre-meeting, during meeting, post-meeting
     - follow-up: by whom, procedures, frequency
   - Conducts a pilot referral with 1-3 referrals
   - Evaluates pilot results and adjust nuts and bolts

6. **Site Team:**
   - Disseminates
     - BESST description,
       * the primary operating rule: What can WE think of to help US solve OUR problem,
     - sample referral forms,
     - any other components

7. **Site Team:**
   - Implements site-based BESST, with **SMART** actions, adhering to nuts and bolts procedures, with revisions suggested by pilot results

8. **Site Team:**
   - Elicits reinforcement from **Up, Down, Around** on an on-going basis
     - Who will elicit? What will we ask for?
     - Public/private praise, letters, awards, certificates, other forms of reinforcement?
     - Opportunities to speak to others about successes?

9. **Site Team:**
   - Reports on efforts and outcomes quarterly to all: Up, Down, Around